

Job Description
Missouri State Highway Patrol

Class Title: Duplicating Equipment Operator II

Title Code: V00106

Effective Date: 07/10/95

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Duplicating Equipment Operator Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is skilled work in the operation and maintenance of offset presses and related equipment in duplicating a variety of printing material. Employees of this position are responsible for duplicating materials rapidly and neatly using offset presses and for adjustment and routine maintenance of equipment. General technical supervision is exercised by a superior who assigns duties and supervises the flow of work to ensure its rapid and accurate completion; however, the employees are expected to work independently in assigned duties.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Operates collators, folders, hole punchers, paper cutters, and related equipment.

Works independently in setting up offset presses, insertion of plates, adjustment of margins and ink supply, controls pressures between rollers and plate on standard offset presses.

Prepares metal or paper plates on a manual plate maker; adjusts and operates automatic photographic plate maker for duplicating purposes.

Cleans equipment and makes minor repairs as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the various kinds of paper, inks, and chemicals used in duplicating work.

Working knowledge of the operation, adjustment, and maintenance of offset presses and other duplicating equipment.

Working knowledge of modern office practices, methods, and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain duplicating equipment in good working order and to make normal repairs and adjustments.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least one year of experience as a Duplicating Equipment Operator I or comparable experience.